



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday January 15, 2020

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Mayer.
2. Pledge of Allegiance – Led by President Mayer.
3. Roll Call – All Present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for December 18, 2019.
2. Approve Register of District Invoices.
3. Approve Terracon Invoice Number TC97603.
4. Approve Board Officers for Calendar Year 2020.

Motion by: Director Graves to approve the Consent Calendar with the removal of the Terracon Invoice within C-2 Register of District Invoices and removal of C-3 until the Terracon Presentation is complete.

Second by: Director Leete.

Motion Carried – AYES: 5, NOES: 0

D. PRESENTATIONS

1. Award Presented to Former Board President Bill Mayer.

President Pease – Presented an Award to former Board President Bill Mayer and congratulated him for his year of service.

2. CSDA Field Coordinator, Colleen Haley – SDA (Special District Administrator) Plaque from Special District Leadership Foundation.

CSDA Field Coordinator, Colleen Haley – Provided a background regarding the Special District Leadership Foundation (SDLF), the Special District Administrator Certification/Plaque and the voluntary two-hour exam covering various aspects of Special District administration and provides successful candidates recognition unmatched by any other program. On behalf of the Board and Staff of the Special District Leadership Foundation, the Plaque is presented to Michael R. Davies as a certified Special District Administrator in recognition of the successful completion of the exam, a high level of knowledge and expertise in the areas of Special District Management and Governance, and a strong commitment to the community. Congratulations! The Board acknowledged Michael R. Davies and pictures were also taken.

General Manager Davies – Stated that the recognition is a partnership with the General Manager and the Board and the Town of Discovery Bay is now a Platinum Level of Governance.

3. Terracon – Pool Design Update.

Terracon Consultants – Jim McClelland – Provided a background of himself and of Terracon Consultants.

There was discussion regarding the contract signed off (last spring), date of completion, invoices received, and county review.

Terracon Consultants – Jim McClelland – Provided details regarding the site plan, pool plan, proposed bathrooms facilities, floor plan, mechanical equipment, and code requirements for the bathroom facilities at the Community Center.

There was discussion regarding the construction design documents, county code compliance for the parking lot, bathroom facilities, and requirements for the health code.

General Manager Davies – Clarification regarding additional cost related to the construction documents to include the bathroom facilities (not currently in the contract).

Terracon Consultants – Jim McClelland – There would be additional costs to include the bathroom facilities to the design, however, given the overall circumstances and Terracon's performance at this point – No additional costs.

The discussion continued regarding the bathroom facilities, electrical, plumbing, county review (building and health departments), and cost estimate.

Legal Counsel – Stated a motion on the Terracon Invoice can be taken after the presentation.

Terracon Consultants – Jim McClelland – Provided additional details regarding the Terracon design set documents.

There was discussion regarding the aquatics program, the Community Center parking lot, and a use permit for the parking lot across the street for swim meets.

General Manager Davies – Stated that Staff can work with Terracon to make an appointment with the county to review.

The discussion continued regarding the timeline of the construction documents to the county and Terracon to return to the Board meeting on March 18, 2020

No action on the Terracon Invoice.

There was discussion regarding the timeline for the Community Center Pool (2021 season).

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of December.

Project Manager Sadler – Provided the details of the December 2019 monthly operations report.

There was discussion regarding the monthly operations report related to the Blood borne Pathogens.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve Resolution No. 2020-01 Board Administrative Policy No. 030 – “Discontinuation of Residential Water Service for Nonpayment.”

General Manager Davies – Provided the details regarding the passage of SB998 law related to shutoff of water service for non-payment which the Town must be in compliance by February 1, 2020.

Motion by: Director Leete to approve Resolution No. 2020-01 Board Administrative Policy No. 030 – “Discontinuation of Residential Water Service for Nonpayment.”

Second by: Director Mayer.

Motion Carried – AYES: 5, NOES: 0

2. Discussion and Possible Action Regarding Proposal to Amend Ordinance No. 7 – An Ordinance of the Board of Directors of the Town of Discovery Bay, A California Community Services District, Amending Ordinance No. 7 Water Regulations and Service Ordinance.

General Manager Davies – Provided details regarding amendment to Ordinance No. 7 related to SB998 procedural requirements along with the removal of the security deposit section and credit worthiness. Ordinance No. 7 is being introduced and a waiving of the first reading. The next Board meeting will be a Public Hearing to adopt the revised Ordinance.

Motion by: Director Mayer to introduce amendments to Ordinance No. 7 “Water Regulations and Service Ordinance” as drafted, waive its full reading, and set the Public Hearing for Adoption of Draft Ordinance No. 7 at the Board's regular meeting on February 5, 2020.

Second by: Director Leete.

Motion Carried – AYES: 5, NOES: 0

3. Discussion and Possible Action Regarding the Annual Special Board Planning Workshop for 2020.

General Manager Davies – Provided the details regarding the Annual Special Board Planning Workshop for, Thursday, March 5, 2020 beginning at 4:00 p.m. at the Community Center.

Motion by: Director Graves to designate the Annual Board Workshop to be Thursday, March 5, 2020 at 4:00 p.m.

Second by: Director Leete.

Motion Carried – AYES: 5, NOES: 0.

G. DIRECTORS' REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.

Director Mayer – Attended the ECCFPD meeting; highlights regarding surplus property.

Vice-President Gutow – Provided details of the Parks and Recreation Special meeting related to the new Parks and Landscape Manager Project list.

There was discussion regarding the Dog Park opening date; sometime in the Spring.

H. MANAGER'S REPORT

None.

I. GENERAL MANAGER'S REPORT

None.

J. CORRESPONDENCE RECEIVED

1. Contra Costa County Aviation Advisory Committee meeting minutes for November 14, 2019.
2. Contra Costa County Aviation Advisory Committee meeting minutes for December 12, 2019.
3. East Contra Costa Fire Protection District meeting minutes for December 12, 2019.
4. Discovery Bay P6 meeting minutes for October 17, 2019.

K. FUTURE AGENDA ITEMS

None.

L. ADJOURNMENT

1. The meeting adjourned at 7:45 p.m. to the regular meeting on February 5, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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